British Waterways

USER SAFETY GUIDANCE

LIFTING CRAFT ON

BRITISH WATERWAYS PROPERTY

WHAT YOU SHOULD KNOW

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INTRODUCTION

Thank you for taking the time to pick up a copy of this guidance, which has been produced to help minimise the risk of an accident or damage to your craft whilst it is being lifted.

The content is applicable to all lifting operations on British Waterways Property and marina locations operated by British Waterways' Marinas Limited.

It sets out the legal requirements for lifting operations and for establishing the competence of people nominated to plan and carry out the lift.

It also explains why you need to let us know that you are planning to have your boat lifted **on or over** our property.

If, after reading the guidance you decide not to plan and/or carry out the lifting operation yourself, or feel you cannot meet the requirements of the guidance, there are many organisations adjacent to our waterways that can undertake the work on your behalf.

Please feel free to pass this guidance to the person planning the lifting operation on your behalf as it will familiarise them with our requirements and allow them to prepare the appropriate forms.

If you would like further information or assistance please contact your local waterway office for more details.

WORKPLACE SAFETY

We are committed to providing the highest level of safety possible for our users, visitors and staff.

To meet this aim we seek to ensure that all work activities carried out on or over our property are planned and executed to minimise risk.

All craft lifting operations carried out on or over our property are classed as "Controlled work activities". This means it must meet the legal requirements contained in the **Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).**

This also means you must obtain our consent for the lift to go ahead.

By informing us you will allow us to provide you with information you may not have about the site where the lift will take place.

Failure to do this could lead to problems during the lift and action from the local enforcing authority.

To minimise the risk to minors we also request that you **do not** permit children and young people under the age of 18 to enter the lifting area.

How will I benefit from reading this guidance?

This guidance has been prepared to assist you with the planning of the lifting operation. Reading and referring to its contents will help you meet the requirements of the **LOLER** regulations whilst reducing the risk of accidents or incidents during the lifting of your craft. It will also help you to decide whether you are competent to manage and supervise the lifting operation yourself or if you should organise for the operation to be carried out by others.

When should I contact British Waterways?

You should contact us as soon as you decide your craft needs lifting. Early contact with your local waterway office will allow us to direct your enquiry to the appropriate person. It will also allow us to provide you with any information we deem necessary to assist your craft being lifted safely.

Insuring the lift

We require all lifting operations carried out on our property to be suitably insured. When you complete and return the application form we request that a copy of the insurance certificate is provided. Your crane hire company or appointed person should be able to provide details of the level of cover required.

1

WHAT THE LAW SAYS

There are many regulations covering work activities and the responsibility of those carrying them out.

This document deals specifically with the requirements of the **Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)** and best practice guidance contained in British Standard BS7121, 'Safe use of cranes'.

The LOLER regulations define a lifting operation as any lifting or lowering of a load by mechanical means.

This includes lifting craft with mechanical or hand cranes or winches or by other lifting equipment means.

The LOLER regulations place specific duties on those involved with lifting operations, providing guidance on who should carry them out.

The key roles highlighted in the regulations are:

- The "Appointed Person" (Craneage Planner)
- Craneage Supervisor
- Slinger/Banksman
- Crane Driver

All of these persons have duties under the regulations and must demonstrate competence to carry those duties out.

The LOLER regulations also set out a clear strategy for the control of lifting operations and the use and maintenance of equipment associated with them.

To minimise the risk to anyone involved in, or who may be affected by, a lifting operation British Waterways requires all craft lifts carried out on our property to be completed under the terms of British Standard BS7121 (details on page 7).

2

CRITERIA FOR MANAGING LIFTING OPERATIONS

This section enables you to assess whether you can demonstrate competence to manage the lifting operation, or if you should organise for the whole operation to be planned and carried out by a competent organisation.

Your local waterway office should be able to provide you with details of organisations which could plan and carry out the lifting operation on your behalf.

Whichever method you choose, you will need to inform us of the details of the lifting operation on the form contained in Part 6.

Duties of the Appointed Persons
If you plan to organise and control the lift yourself you must be able to demonstrate you are competent to do so. BS7121 sets down guidance on the duties you will be expected to undertake as the **"Appointed Person".**

To fulfil the requirements of this role you must be competent to carry out the following:

- Prepare risk assessments for the lifting operation
- Assess the risks involved in the operation
- Prepare method statements and safe systems of work for the lift
- Plan the job, including selecting a suitable crane and associated lifting equipment (e.g. Chains, slings etc)
- Consult with other responsible bodies
- Inspect and supervise the lifting operation
- Ensure adequate inspection and maintenance of the cranes and lifting equipment
- Ensure there is a procedure for reporting defects and incidents and take corrective action where problems arise

In addition to the above there is a legal requirement for the appointed person to have completed an appropriate course of training and certification.

If you can demonstrate you are competent to carry out all the above duties you can arrange the lifting operation under the terms of a hired lift. Part 3 provides further guidance on the process.

If you do not meet the above criteria you should contact a competent crane company and ask them to carry out the work on your behalf under a "contract lift".

Part 3 provides guidance on the procedure to be followed for this type of lifting operation.

In all cases you must let us know the details of the lifting operation and who will be the Appointed Person.

The form contained in Part 6 is designed to provide us with the information we need to process your request.

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HOW DO I DECIDE ON THE TYPE OF LIFT I NEED?

Contract lifting operations

If you are unable to demonstrate competence to plan & supervise the lifting operation you must arrange a "contract lift".

Under the terms of a contract lift, the company supplying the crane should also provide the competent persons to take on the roles of the appointed person, craneage supervisor slinger/banksman and crane driver on your behalf.

However, as the owner of the craft you will be asked to provide the appointed person with information about your craft.

This may include information about the weight of your craft, details of any specific lifting points or areas of weakness, ground conditions at the chosen lifting site etc.

Hiring cranes or other lifting appliances (Hired lifts)

When hiring the crane as the customer (client) you must:

- Nominate the competent person (appointed person) who will plan and take charge of the lifting operation (i.e. yourself or someone appointed directly by you)

The appointed person must then:

- plan all work in accordance with BS7121
- Supply the Craneage Supervisor and appropriate number of trained & competent slinger/banksmen for the lift
- Ensure that all risk assessments have been carried out with due regard to The Lifting Operations & Lifting Equipment regulations 1998 (LOLER) and the Provision & Use of Work Equipment Regulations 1998(PUWER).
- Ensure a craneage plan is produced
- Ensure the crane and lifting equipment to be supplied is of suitable type and capacity
- Check suitable insurance cover is in place
- Check all test certificates and examination reports are up to date and as per statutory requirements

4

HOW DO I ENSURE MY BOAT IS LIFTED SAFELY?

How do I ensure my boat is lifted safely?
This section provides additional information to help you ensure the lifting operation is planned and carried out safely.

Once the lift has been organised there are a few simple checks you need to carry out to minimise the risk of damage or injury.
Ask yourself:

- Have I employed a competent organisation to plan/carry out the lifting operation?
- Is the craft in a safe condition to be lifted?
- Do I need to advise those lifting the craft of any special requirements?
- Have I consulted with British Waterways and obtained their permission for the lift to go ahead?

The information provided below is given to help you with some of these questions.

How do I know the operator is competent?
There are many competent organisations adjacent to our waterways who lift craft with specialist equipment such as boatlifts and mobile cranes with slings or cradles. Boating magazines and trade journals also carry advertisements from such companies.

You can check the quality of their work by asking others who have used their services about the standard of the lifting operation and its planning.

You can also check the competence of the operator by contacting the appropriate professional body e.g. the Contract and Plant Hire Association.

Risk Assessments & safe systems of work
Every lifting operation needs to be covered by a suitable and sufficient risk assessment and a safe system of work.

For routine lifts the risk assessment should identify risks associated with:

- The site
- The lift
- The object to be lifted
- Weather conditions

These will include issues such as:

- Is the site suitable for the size and weight of crane needed to lift the craft safely?
- Is there safe access and egress to the site?
- Are there specific positions for slinging and lifting the craft?
- Is the craft structurally safe to be lifted?

Once the risk assessment has been prepared, a safe system of work has to be established. This may be as simple as a site plan showing the position of the crane, the craft, the storage area/wagon position for transit and a written procedure for carrying out each step of the lift. However, in many cases the safe system of work will require further information to enable those carrying out the lift to establish a safe methodology for the whole operation.

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WHAT TO DO IF THINGS GO WRONG

In the unfortunate circumstance of a lifting operation on BW property going wrong you must inform the local enforcing authority, usually the Health & Safety Executive, as soon as possible. In circumstances where someone is injured or the crane is damaged and endangering life or limb, you must report it to the emergency services by dialling 999 and following the advice/requests of the operator. You must also contact us as soon as possible in order that we may provide assistance where required to minimise the affect on others.

Placement & chocking of craft
When craft are placed on our land for storage or maintenance they should be stored with sufficient space for the proposed works. Once in place they should only be chocked using suitable materials, cradles and purpose-made struts.

Craft on British Waterways property must not be chocked using old oil drums, scrap timber, bricks/blocks or other such materials. If you fail to comply with this requirement we may at our discretion remove your craft from our property.

OFFICE CONTACT DETAILS

WATERWAY UNIT/OFFICE	TELEPHONE	ADDRESS
1. SCOTLAND		**E: enquiries.scotland@britishwaterways.co.uk**
Main Office	0141 332 6936	Canal House, Applecross Street, Glasgow. G4 9SP
Caledonian Canal	01463 725500	Canal Office, Seaport Marina, Muirtown Wharf, Inverness. IV3 5LE
Crinan Canal	01546 603210	Canal Office, Pier Square, Ardrishaig, Lochgilphead, Argyll. PA30 8DZ
Lowland Canals	01324 671217	New Port Downie, Lime Road, Tamfourhill, Falkirk. FK1 4RS
NORTHERN WATERWAYS		
2. Wales & Border Counties	01606 723800 01873 830328	Navigation Road, Northwich, Cheshire. CW8 1BH The Wharf, Govilon, Abergavenny, Monmouthshire. NP7 9NY **E:** enquiries.wbc@britishwaterways.co.uk
3. North West	01925 847700	Trafalgar House, Temple Court, Birchwood, Warrington. WA3 6GD **E:** enquiries.northwest@britishwaterways.co.uk
4. Yorkshire	01977 554351	Customer Service Team, Lock Lane, Castleford, West Yorkshire. WF10 2LH **E:** enquiries.yorkshire@britishwaterways.co.uk
5. East Midlands Navigations	01636 704481	The Kiln, Mather Road, Newark, Notts. NG24 1FB **E:** enquiries.emidlands@britishwaterways.co.uk
SOUTHERN WATERWAYS		
6. South West	01452 318000	Harbour House, West Quay, The Docks, Gloucester. GL1 2LG **E:** enquiries.southwest@britishwaterways.co.uk
7. West Midlands	0121 200 7400	Albert House, Quay Place, 92-93 Edward Street, Birmingham. B1 2RA **E:** enquiries.wmw@britishwaterways.co.uk
8. Central Shires	01827 252000 01283 790236	Peel's Wharf, Lichfield Street, Fazeley, Tamworth, Staffordshire. B78 3QZ Fradley Junction, Alrewas, Burton-upon-Trent, Staffordshire. DE13 7DN **E:** enquiries.centralshires@britishwaterways.co.uk
9. South East	01908 302500	Ground Floor, Witan Gate House, 500-600 Witan Gate, Central Milton Keynes. MK9 1BW **E:** enquiries.southeast@britishwaterways.co.uk
10. LONDON		**E: enquiries.london@britishwaterways.co.uk**
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Local Offices	020 7517 5550	West India Dock Pierhead, 420 Manchester Road, London. E14 9ST
	01992 764626	Enfield Lock, Navigation Drive, Off South Ordnance Road, Enfield. EN3 6JG
	020 8571 8900	Norwood Top Lock, Poplar Avenue, Norwood Green, Middlesex. UB2 4PN
HEADQUARTERS		
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F:	01923 201300	**E:** enquiries.hq@britishwaterways.co.uk

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